

## Sales Commissions Bonuses

	A	B	C	D	E	F
1	Commissions				Bonus Rate:	15%
2						
3	Representative	Jan	Feb	Mar	Totals	Bonus
4						
5	Maria	1500	2200	1200		
6	Lee	1850	1900	1700		
7	Hafid	1940	2250	1900		
8	Chung	5500	5600	5000		
9	Leo	7000	6800	7500		
10						
11						
12	Your Name					
13						
14	<b>ABSOLUTE CELL REFERENCES</b>					
15	1. You may use different names, but type the same numbers.					
16	2. Use a <b>Currency</b> format with <b>0 decimal places</b> on the range B5:F9.					
17	3. Use <b>Angle Clockwise or</b> Angle Counterclockwise for the range B3:D3.					
18	4. Use <b>SUM</b> function for the formulas in the range E5:E9.					
19	5. Type 15% in F1.					
20	6. The bonus formula should contain F1 as an <b>absolute</b> cell reference.					
21	7. The <b>bonus formula</b> would multiply the bonus rate by the total.					
22	8. Center the data <b>vertically and horizontally</b> on your printout:					
23	(Page Layout, Page Setup Launcher, Margins,					
24	check the boxes for Vertically and Horizontally)					
25	9. Use <b>Landscape Orientation</b> (Page Layout).					
26	10. <b>Proofread</b> BEFORE you print, and turn in your papers face down.					
27	11. Setup row and column heading to print					
28	12. Print <b>twice</b> : Once with all the totals and bonus results;					
29	once <b>showing formulas</b>					